

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6170

Memorandum
Number 623-1

10 September 1996

Personnel Evaluation Reports
ACADEMIC EVALUATION REPORTING SYSTEM

1. **PURPOSE.** To establish procedures and responsibilities for the administration of the Department of the Army (DA) Form 1059, Academic Evaluation Report (AER). These procedures apply to teaching activities of resident training courses at the U.S. Army Medical Department Center and School (AMEDDC&S).

2. **REFERENCES.**

- a. AR 623-1, Academic Evaluation Reporting System.
- b. AR 623-105, Officer Evaluation Reporting System
- c. AR 623-205, Noncommissioned Officer Evaluation Reporting System.
- d. AR 12-15, Joint Security Assistance Training
- e. AHS Reg 351-18, Class Advisors and Academic Counselors.

3. **RESPONSIBILITIES.**

a. The Commander will, in accordance with AR 623-1, publish orders delegating authority to sign as the Reviewing Officer to:

Dean, Academy of Health Sciences.

Commander/Dean, U.S. Army School of Aviation Medicine

(3) Commander/Dean, U.S. Army Medical Equipment and Optical School.

Commandant, AMEDD Noncommissioned Officers Academy.

b. The Course Director will:

Oversee the entire AER process.

Identify training needs for personnel writing AERs.

c. The Academic Advisor/Class Advisor will:

(1) Prepare the AER in accordance with AR 623-1. (See Appendix A for the basic instructions for completing the DA Form 1059 and Appendix B for the procedures for processing nonadverse AERs.)

(2) Sign "Preparing Officer" block and forward the final copy to the Academic Records Section, Training Management Branch, Department of Academic Support, for obtaining the "Reviewing Officer's" signature.

(3) When returned with the Reviewing Officer's signature forward one copy to the rated individual and file one copy.

d. The Academic Records Section will:

(1) Secure the "Reviewing Officer's" signature

(2) Forward the original to the component and return two copies to the Class Advisor.

(3) If the AER is adverse in nature, send a memorandum for reply to the rated individual. (See Appendix C for the procedures for processing adverse AERs.)

(4) If the AER is sent back with a "nonconcur" response from the rated individual, the AER will be returned to the Reviewing Officer for further processing.

4. **POLICY.** Academic reports will explain the accomplishments, potential, and limitations of individuals while attending applicable AMEDDC&S scheduled courses.

a. The DA Form 1059 is required for:

(1) Active Army personnel and personnel of other services attending resident courses or training scheduled for 60 calendar days or more.

(2) All National Guard and Reserve personnel, regardless of course length. (Except those attending Initial Active Duty for Training.)

(3) Personnel in the following officer courses of less than 60 days:

(a) Patient Administration Officer Course

(b) AMEDD Human Resources Manager Course.

(4) All enlisted personnel taking resident Noncommissioned Officer Education System (NCOES) courses regardless of length.

b. The DA Form 1059 is not required for enlisted personnel attending initial entry training courses (basic training or advanced individual training) leading to the award of their initial military occupational specialty to include reentry personnel.

c. The DA Form 3288-R, Academic Report-Foreign Students Attending CONUS Service Schools, is required for all international students. (See Appendix D for the procedures for processing AERs for international students.)

5. **PROCEDURES.** The DA Form 1059 will be processed in accordance with AR 623-1.

APPENDIX A

Basic Instructions for Completing the DA Form 1059

- Item 1 **Name.** Last name, first name, middle initial, and any suffixes.
- Item 2 **SSN.** Ensure numbers are entered correctly with hyphens.
- Item 3 **Grade.** Use three character code. Examples: SGT, MSG, CW3, CPT, COL.
- Item 4 **Branch.** Use two character code reflecting basic branch for commissioned officers or management group for warrant officers. Leave blank for enlisted.
- Item 5 **Specialty/MOSC.** Enter AOC code for officers and Primary MOS for enlisted.
- Item 6 **Course Title.** Include class number and year.
- Item 7 **Name of School.** "Academy of Health Sciences, FSHTX 78234-6100."
- Item 8 **Component.** Enter RA, ARNG, USAR
- Item 9 **Type of Report.** Enter "X" in resident box
- Item 10 **Period of Report. FROM:** Officers, the day following the last day of the officer's last OER or AER. Enlisted is the date assigned to school. **THRU:** the day of departure from the school.
- Item 11 **Duration of course.** The "from date" is the first day of the course and the "thru date" is the date of graduation.
- Item 12 **Explanation of Nonrated periods.** Any difference of 90 calendar days or more between the entry in the "from" date in the "Period of report" (item 10) and the "From" date in the "Duration of the course" (item 11).
- Item 13 **Performance Summary.** Must be completed for all officer and enlisted courses, except for students released from a course for no fault of their own. Use item 16 for supporting comments. If "Marginally Achieved Course Standards" or "Failed to Achieve Course Standards" is marked, the report is considered "Adverse."

- Item 14 **Demonstrated Abilities.** Must be completed for all officer and enlisted courses. Use item 16 for supporting comments.
- Item 15 **Academic Potential.** Indicate the student's potential for selection to the next higher level of schooling. If "No" is marked, the report is considered "Adverse."
- Item 16 **Comments.** Comments are required concerning the capabilities, potential, or limitations of the student to include achievements and awards. Explain entries requiring further description and enter additional comments. For resident reports on U.S. Army personnel attending schools that are 56 days or longer in duration and all NCOES courses regardless of length, the "preparing officer" will enter the student's verified height and weight data at the bottom right-hand side of the "Comments" section. Also the word "Yes" or "No" will be added after height and weight data to indicate the student's compliance with the height and weight standards contained in AR 600-9. Enlisted personnel in initial training are not subject to the provisions in AR 600-9 until completion of the courses, or until completion of 6 months on active duty, whichever occurs first. Immediately before the height and weight entry, the "preparing officer" will enter one of the following APFT entries: "PASS", "FAIL", or "PROFILE" and the year and month of the most recent APFT administered within 12 months of the thru date of the report or, when "PROFILE" is entered, the date the profile was awarded. The APFT numerical scores will not be entered. Comments are mandatory for APFT entries of "FAIL" or "PROFILE."
- Item 17 **Authentication.** The report must be signed by the preparing officer. The reviewing officer will review and sign.
- Item 18a **Forwarding Address (rated student).** Enter the student's forwarding address if he or she has departed before receiving a copy of the completed report.
- Item 18b **Distribution.** Mark an "X" in Student block. Mark an "X" in Student's Official Military Records. If it is impossible to give or mail a copy of the completed report to the student, retain the student's copy for 120 days. If during the 120 days, a request has not been received from the student, it will be destroyed. Enter the appropriate PSC code (MC05) on the left side, inside block, prior to sending the report to HQDA.

APPENDIX B

Procedures for processing nonadverse AERs. Items 1 through 6 are general guidelines and each course may adapt them to best suit their needs. Item 7 is a fixed deadline, so as to ensure all AERs are delivered to the proponent within the 60-day time limit as required in AR 623-1.

<u>PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>SUSPENSE</u>
1. Provides Class Advisor with draft copy of AER for initial edit.	Academic Advisor	15 days after release date or graduation
2. Returns edited draft to Academic Advisor.	Class Advisor	5 days after receipt
3. Prepares AER and provides final copy to Class Advisor for approval.	Academic Advisor	Within 30 days after release date or graduation
4. Approves AER and forwards to Course Director.	Class Advisor	3 days after receipt
5. Approves AER and forwards to Academic Advisor	Course Director	3 days after receipt
6. Prints AER on DA Form 1059 in final format and forwards to Class Advisor.	Academic Advisor	3 days after receipt
7. Signs "Preparing Officer" block and forwards to Academic Records Section.	Class Advisor	No later than 45 days from release date or graduation
8. Secures "Reviewing Officer's" signature, forwards original copy to proponent, returns two copies to Class Advisor.	Academic Records Section	Within 5 days of receipt
9. Forwards one copy to rated individual, files one copy.	Class Advisor	Within 5 days of receipt

APPENDIX C

Procedures for processing Adverse AERs. Items 1 through 6 are general guidelines and each course may adapt them to best suit their needs. Item 7 is a fixed deadline, so as to ensure all AERs are delivered to the proponent within the 60 day time limit as required in AR 623-1.

<u>PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>SUSPENSE</u>
1. Provides Class Advisor with draft copy of AER for initial edit.	Academic Advisor	15 days after release
2. Returns edited draft to Academic Advisor.	Class Advisor	5 days after receipt
3. Prepares AER and provides final copy to Class Advisor for approval.	Academic Advisor	Within 30 days after release
4. Approves AER and forwards to Course Director.	Class Advisor	3 days after receipt
5. Approves AER and forwards to Academic Advisor.	Course Director	3 days after receipt
6. Prints AER on DA Form 1059 in final format and forwards to Class Advisor.	Academic Advisor	3 days after receipt
7. Signs "Preparing Officer" block and forwards to Academic Records Section.	Class Advisor	No later than 45 days from release date
8. Forwards to "Reviewing Officer".	Academic Records Section	Within 5 days of receipt
9. Reviews, signs, and returns to Academic Records Section, or returns to Class Advisor for further action.	Reviewing Officer	Not applicable
10. Receives AER, send memo with suspense date for reply from rated individual.	Academic Records Section	Not applicable
11. AERs returned with nonconcur comments are sent to Reviewing Officer.	Academic Records Section	Not applicable
12. All others are forwarded to proponent.	Academic Records Section	Not applicable

APPENDIX D

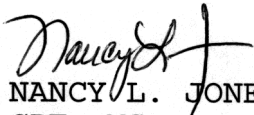
Procedures for processing Academic Evaluation Reports for international students utilizing DA Form 3288-R.

<u>PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>SUSPENSE</u>
1. Provides Class Advisor with DA Form 3288-R worksheet with instruction packet.	International Military Student Office (IMSO)	2 weeks prior to graduation/release
2. Provides IMSO with draft of DA Form 3288-R.	Class Advisor	Within 14 days after graduation/release
3. Prepares final draft of DA Form 3288-R.	IMSO	Within 7 days of receipt
4. Obtains "Preparing Officer's" signature.	IMSO	Within 16 days after graduation/release
5. Prepares for final distribution; mail to country.	IMSO	Ensure arrival NLT 60 days after graduation/release

(MCCS-HST)

FOR THE COMMANDER:

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